

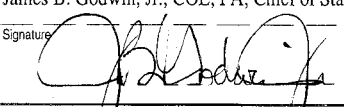




# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL12077
Explanation (Show any positions replaced) NL03789		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level Code 1407	14. Agency Use
15. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	Program Manager		GS	0340	14 11/28/00
e. Recommended by Supervisor or Initiating Office					
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacant, specify)		
18. Department, Agency, or Establishment Department of the Army			c. Third Subdivision Project Manager for Combined Armes Tactical Trainer (X)		
a. First Subdivision U. S. Army Materiel Command (AMC)			d. Fourth Subdivision Product Manager for Air and Command Tactical Trainers (XA)		
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)			e. Fifth Subdivision		
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.			Signature of Employee (optional)		
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Patrick G. Spangler DPM CATT			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		
Signature 			Signature 		
Date 11/25/00			Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			22. Position Classification Standards Used in Classifying/Grading Position USOPM Handbook of Occupational Groups and Families, Jan 99 (HRCD-7), USOPM General Schedule Supervisory Guide, TS-52, 3/81, (HRCD-6)		
Typed Name and Title of Official Taking Action James B. Godwin, Jr., COL, FA, Chief of Staff			Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		
Signature 			Date 12/5/00		
23. Position Review	Initials	Date	Initials	Date	Initials
a. Employee (optional)					
b. Supervisor					
c. Classifier					
24. Remarks Position is at the Full Performance Level BUS: 8888 This is a Critical Acquisition Position					
25. Description of Major Duties and Responsibilities (See Attached)					

## **INTRODUCTION**

This position is located in the Project Manager for Combined Arms Tactical Trainers (PM CATT), Product Manager for Air & Command Tactical Trainers (PM ACTT), of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Material Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding and support of Virtual, Constructive, and Live simulations and manor test instrumentation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The STRICOM Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional matrix organization and four Project Managers.

The mission of PM ACTT is to develop, field and sustain high quality individual flight simulators and collective, virtual training systems in support of the US Army and selected Allies through the Foreign Military Sales (FMS) program. These projects are crucial in terms of overcoming defined training deficiencies through the application of simulation technology and acquisition of simulation systems that will provide realistic and effective training for supported personnel. The projects employ state-of-the-art computer systems, visual systems, precision laser based and other specialized equipment that utilizes complex simulation software to provide the required training environments. The projects may entail extensive Research and Development for sophisticated training systems such as the Aviation Combined Arms Tactical Trainer - Aviation Reconfigurable Manned Simulator (AVCATT-A).

The incumbent shares with the PM the responsibility for planning, directing, coordinating and managing a comprehensive program for the development, procurement, production, fielding and all integrated logistics support for assigned training systems. The position includes supervisory responsibilities of Project Directors, Program Analyst and administrative personnel. The incumbent provides guidance to Project Directors in their planning, directing and controlling of the design, development,

fabrication, test, evaluation, and fielding of PM ACTT projects.

### **DUTIES**

1. Exercises full supervisory and managerial authorities and responsibilities for the civilian personnel of PM ACTT in addition to managing the program activities of Army officers who serve as Project Directors/Assistant Product Managers. Supervises civilian Project Directors, program analyst, and administrative personnel in the accomplishment of assigned functions. Duties also include the management of support contractor personnel. Serves as the Rater for all PM ACTT civilian personnel in accordance with the Army's TAPES process. Directs the activities of more than 40 personnel supplied by matrix support. Ensures adherence to program schedules and priorities; interprets policy for subordinates; and provides professional and administrative advice and decisions as required to resolve problems. Keeps the PM informed of work progress, changes in guidance and policies, and user concerns. Adjusts work priorities and schedules of subordinates to meet new or changed overall program objectives. Responsible for the execution of administrative and personnel management responsibilities related to the accomplishment of the assigned mission. With the advice and assistance of personnel, manpower, and management specialists, promotes sound position management principles and programs. Initiates personnel or position actions, develops needs, assures that training is given, resolves informal complaints and grievances. Approves or disapproves requests for leave for civilians. Promotes acceptance and adherence to provisions of Labor Management Relations, Equal Employment Opportunity Act and regulations (including Command policy) and other special emphasis programs. **30%**

2. As the Deputy PM, the incumbent serves as the principal acquisition advisor for PM ACTT in all assigned projects/functions; shares responsibility for and participates in all technical and administrative functions by planning, organizing, directing, coordinating and controlling all activities within the PM office. The incumbent is recognized as having interchangeable status with the PM in all matters, including but not limited to, exercising direction over all personnel and making major decisions/commitments. Maintains an up-to-date awareness/cognizance of all aspects of the assigned projects. Reviews and evaluates data relating to short and

long-range technical management, financial objectives and requirements to keep abreast of program progress and anticipated problems. Identifies problem areas and determines and directs action necessary to accomplish the project plan. Advises superiors of the status of ACTT programs and of all instances where DOD, DA or AMC action is necessary to resolve a problem or correct deficient performance. Maintains liaison with appropriate representatives of DoD/Joint Staff agencies, Army Staff agencies, major Army Commands, HQAMC, AMC major subordinate commands, field installations, other Services, industry and allied nations, to meet management, supervisory, and program responsibilities. Maintains up-to-date knowledge of the technological state-of-the-art and maintains an awareness of all program planning and execution to help ensure programs meet cost, schedule, and performance requirements. Evaluates pertinent data from such points of contact to provide ready, accurate and complete response to policy and program status inquiries from outside activities including the office of the Secretary of Defense, Chief of Staff and Secretary of the Army, and CG, AMC, and CG, STRICOM. Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed. Specifically manages the organization's development, implementation, execution and review procedures for effectively and efficiently allocating, expanding and controlling all programmed resources for products and operations.

**45%**

3. Serves as the PM ACTT focal point for Acquisition Program Baselines (APBs) and milestone decision processes for assigned ACAT programs. Responsible for ensuring coordinated definition of current and emerging requirements with ATSC, other TRADOC Commands, and various AMC organizations. Maintains the PM ACTT knowledge base for how projects should proceed through the acquisition process in accordance with DOD 5000 and other applicable regulations; maintains PM ACTT cognizance of the acquisition management process; and coordinates with Headquarters, AMC and DA, matters relating to Milestone Decision Reviews and reports. Incumbent serves the STRICOM/PM CATT representative and point of contact with DA, AMC, TRADOC, appropriate Commodity Commands, Platform PMs, and other services for all matters concerning the assigned project(s). The incumbent briefs personnel at all levels, responds to

inquiries, and furnishes authoritative technical advice.  
25%

Performs other duties as assigned, by the PM.

### **SUPERVISORY FACTORS**

#### **FACTOR 1, PROGRAM SCOPE AND EFFECT, LEVEL 1-4, 775 PTS**

Directs a segment of a professional, highly technical and complex program which involves major aspects of Army's simulation efforts and technology advances. The program segment directly affects STRICOM's ability to perform its mission as a major subordinate command, which in turn affects the readiness of the U.S. Army. Projects managed receive frequent congressional and media attention and are essential to the success of major defense programs.

#### **FACTOR 2, ORGANIZATIONAL SETTING, LEVEL 2-1, 100 PTS**

The position is accountable to a position that is two reporting levels below the first SES, flag or general officer. The incumbent reports to the Product Manager for Air & Command Tactical Trainers (PM ACTT) who in turn reports to the Project Manager for Combined Arms Tactical Trainers (PM CATT). PM CATT reports to the Commanding General, a general officer.

#### **FACTOR 3, SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED, LEVEL 3-2, 450 PTS**

Plans and schedules ongoing work on a quarterly and annual basis and adjusts staffing levels within the organizational unit to accommodate resource allocation decisions made at higher echelons; assigns work (based on capabilities of the employees), schedules, and deadlines; evaluates work performance of subordinates, advises and counsels subordinates, makes selections for vacancies and promotions, hears and resolves complaints of employees, effects disciplinary measures, identifies training needs, develops objectives and standards, improves productivity.

#### **FACTOR 4, PERSONAL CONTACTSSubfactor 4A, NATURE OF CONTACTS, Level 4A-4, 100 PTS**

Incumbent is responsible for representing STRICOM through active participation at all levels of conferences and meetings with representatives from DOD, DA, AMC, TRADOC, other commands and agencies, private agencies, private industry and Congress on matters required to monitor and coordinate the efforts in accomplishing the assigned mission. Frequent contacts are with influential individuals

such as executive level contracting officials of major defense contractors, SES, flag or general officers. Representation involves frequent contact with high ranking military or civilian managers, supervisors, and technical staff at bureau and major organization levels of the United States Army as well as other services and allied foreign militaries.

**Subfactor 4B, PURPOSE OF CONTACTS, Level 4B-3, 100 PTS**

Incumbent represents STRICOM at conferences, briefings and meetings. The incumbent is often called upon to justify, defend or represent a PM ACTT program obtaining or committing resources, gaining compliance with established policies, regulations, or contracts. These actions often have a direct impact upon how smoothly and quickly a project progresses, as well as how successful the project is.

**FACTOR 5, DIFFICULTY OF TYPICAL WORK DIRECTED, LEVEL 5-8**

**1030 PTS** The highest level of base work directed is equivalent to GS-13.(constituting 75% or more).

**FACTOR 6, OTHER CONDITIONS, LEVEL 6-6 1325 PTS**

Incumbent exercises extensive coordination and integration of a number of very important and complex programs of professional, scientific, and technical work comparable to the GS-13 level.

**TOTAL POINTS: 3880;**





**CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL12071**

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."